

# Legal Action Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal notification of our intent to initiate legal action against you based on [briefly state the grounds for legal action].

Despite our previous communications dated [insert dates of previous communications], we have been unable to resolve this matter amicably. Therefore, we are left with no choice but to proceed with legal action to seek redress.

We strongly encourage you to take this matter seriously and respond to this notification by [insert response deadline], as failure to address this issue may result in further legal proceedings without any additional notice.

If you wish to discuss this matter further or negotiate a resolution, please contact me at [your contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Contact Number]